

**AIM Data Collection Guide:**

# **TEST WINDOW ABSENCES & AGGREGATE HOURS COLLECTION**

*This guide explains the basic process for entering Test Window Attendance and Aggregate Hours information into AIM.*

*Topics covered in this guide include:*

- *Four ways to enter absences and aggregate hours information*
- *Verifying data*
- *How to Resync State Data*



The Test Window Absences & Aggregate Hours Collection is used to collect the Aggregate Hours of Instruction and Absent Counts of all students enrolled on the Test Window Count Date. The Test Window Count Date is the second Count Date used to calculate the AYP attendance rate.



The Test Window Attendance data must be accurate **as of the Test Window Count Date, March 22, 2016**. If there are no classes held on that date, use the next regularly scheduled school day. The collection is **due by April 4, 2016**.

There are four basic methods of entering this data. Before beginning this process, there are a few considerations in choosing the most appropriate method for your district:

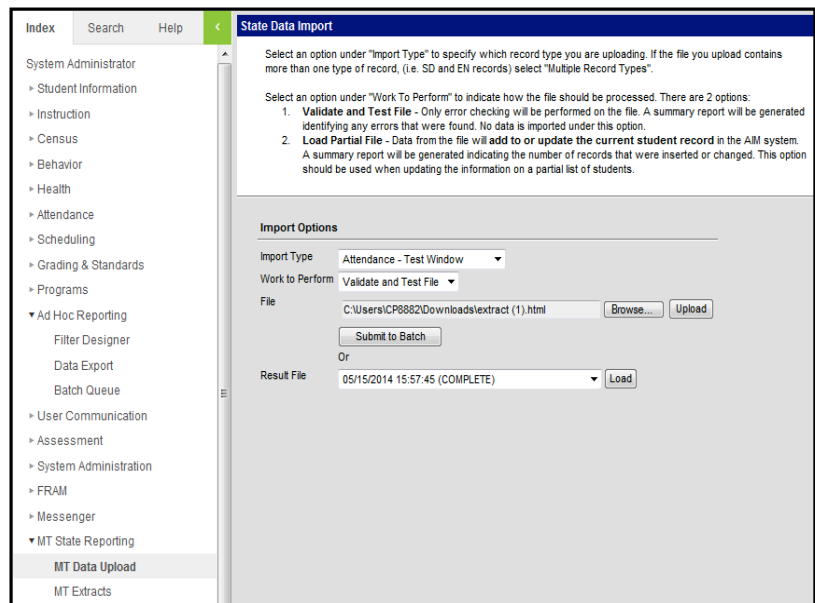
- 1. All of our attendance data is stored on a third party student information system – which method should I use to enter absences and aggregate hours information?**
  - Most student information systems have automated uploads to extract information in a format that will upload to AIM. (Method #1) *page 2*
- 2. Our district only has a few students – which method should I use to enter absences and aggregate hours information?**
  - Districts with only a handful of students may find the direct entry method most convenient (Method #2). *page 3*
- 3. Our district has about 150 students – but we use paper ledgers to record student attendance – which method should I use to enter absences and aggregate hours information?**
  - Districts who maintain paper ledgers may want to default all students to full-time hours and use the direct entry method to modify select students and enter absences (Method #3). *page 3*
- 4. Our district uses the District Edition application (or Montana Edition) to collect student attendance information – which method should I use to enter absences and aggregate hours information?**
  - Districts who maintain attendance information with Infinite Campus can use the MT Count Date Attendance tool (Method #4) to auto-calculate their Test Window Absences and Aggregate Hours data. *page 5*

## METHOD #1: (MT Edition Only) Export data from your Student Information System.

Create an export file from your Student Information System. Save the file in either \*.txt or \*.tsv format.

From the **Index**, select **MT State Reporting/MT Data Upload**.

Choose **Import Type**, **Attendance – Test Window Count**, and **Work to Perform**, **Validate and Test**. Browse for the file and click **Upload**.



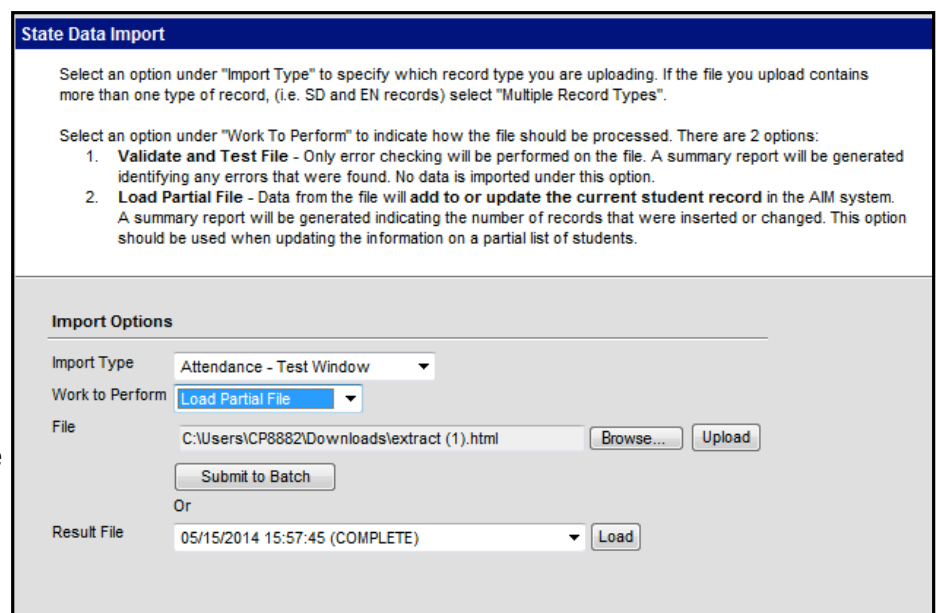
Check the **Import Results Summary** for errors. Correct the errors in your Student Information System and the file.

Upload the file again (to re-check for errors).

Once the file is free of errors, return to **MT State Reporting/MT Data Upload**.

Change **Work to Perform** to **Load Partial File**. Click **Upload**.

**NOTE:** Be sure to resync the data-see page 7.

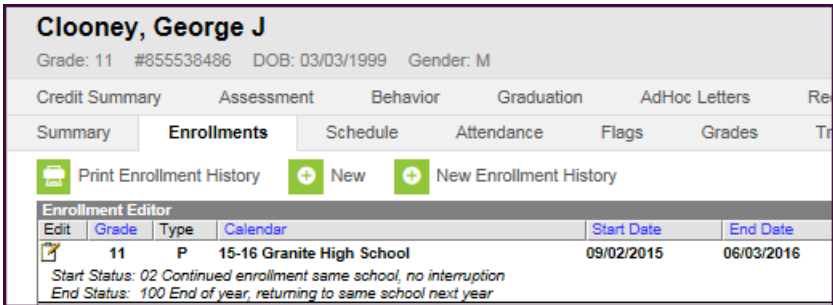


**METHOD #2: (District Edition or MT Edition) Enter Aggregate Hours and Absences by Student using direct entry.**

Select *Year* 15-16 and a *School*.

Click the **Search** tab. *Search for Student*. Click **Go**.

Click a Student's name and select the **Enrollments** tab.

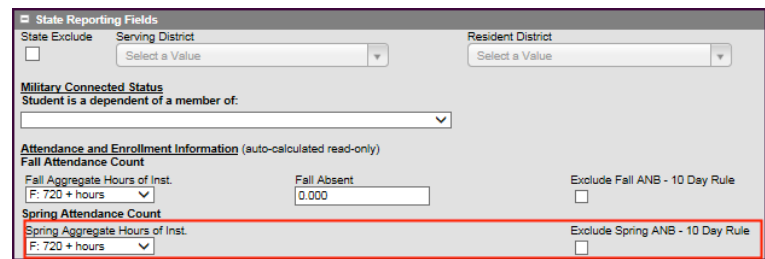


Open the current 15-16 school year enrollment. Scroll down to the **Attendance and Enrollment Information** section.

Under *Test Window Aggregate Hours*, select the appropriate hours. Enter *Test Window Absent* (portion of the day the student was absent on the Count Day). A value of 0.000 indicates the student was present the entire day/0.500 indicates the student was present half-day.

Click **Save**.

Continue for every student enrolled on March 19, 2015.



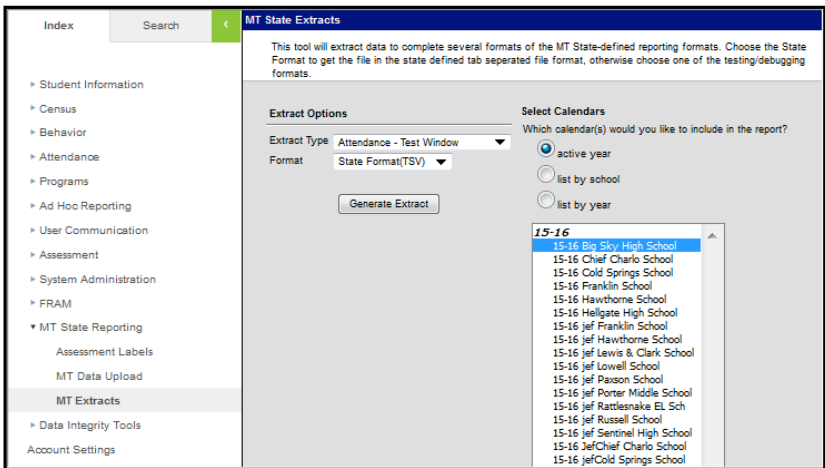
**METHOD #3: (District Edition or MT Edition) Default Aggregate Hours to Full-time and enter Attendance.**

From the **Index**, select **MT State Reporting/MT Extracts**.

Select **Extract Type**, *Attendance – Test Window Count* and **Format**, *State Format (TSV)*. Select the *Calendar(s)*.

Click **Generate Extract**.

Save the file to a convenient location (i.e., the desktop).



From the **Index**, select **MT State Reporting/MT Data Upload**.

From **Import Type**, select **Attendance – Test Window Count** and **Work to Perform**, **Load Partial File**.

Click **Upload**.

All student enrollments will now be marked as **Testing Window Hours of Instruction F: 720+** with **Test Window Absent at 0.000**.

If a student was absent or has different *Aggregate Hours* (other than *F: 720+*), follow these instructions:

Click the **Search** tab. Enter the student's *Last Name*. Click **Go**.

Click the student's name and select the **Enrollments** tab.

Open the current 15-16 school year enrollment. Scroll down to the **Attendance and Enrollment Information** section.

Enter *Aggregate Hours*.

Enter *Testing Absent* (portion of the day the student was absent on the Count Day).

Click **Save**.

**NOTE:** Be sure to resync the data – see page 7.

## METHOD #4: (District Edition or MT Value Added) Districts using Infinite Campus to Record Daily Attendance

Districts who record daily attendance in District Edition or MT Edition Value Added do not need to enter *Aggregate Hours* and *Absent Count* data for individual students. This information can be calculated automatically from the attendance data entered into Infinite Campus.

Choose a **School** and **Calendar** (you will only need to select a calendar if you have more than one in a school).

From the Index, expand **MT State Reporting**. Select **MT Count Date Attendance**.

From **Select Count Period to Calculate**, choose **Testing**. Enter **Count Date**.

All other options will calculate automatically. Click **Run Test**.

Open the Results Report.

Check the warnings/errors and number of enrollments to be updated, make corrections as needed.

These results were generated in TEST mode and no data has been inserted into the database.

### Result Report

Count Date(s)	Calendar Name	Schedule Structure	Count Date
	15-16 Cascade 7-8	All	02/24/2016

3/22/2016

Aggregate Hours of Instruction		Number of Enrollments Update
Field		
Fall		0
Spring		0
Testing		47

Absent		Number of Enrollments Update
Field		
Fall		0
Testing		4

10 Day Rule		Number of Enrollments Update
Field		
Fall		0
Spring		0

**Note:** The Aggregate Hours of Instruction field is now editable for Campus District Edition users. If a student was not properly scheduled, it may cause the aggregate hours to calculate incorrectly. Correct this by changing the value directly in the field.

**\*\* Individual corrections will be overridden if any subsequent recalculation of Aggregate Hours for that count date is done using the MT Count Date Attendance tool.**





**Count Date Attendance**

Count date attendance will be calculated based on the count period selected below and the calendar/schedule structure selected in the tool bar at the top of the screen. A calendar must be selected in order to complete the calculation.

For Count Date Attendance the following count dates will be used, unless a date is provided in the date override field:

- Fall: First Monday in October; if not instructional use first instructional day after the first Monday in October.
- Testing: No default value will be calculated. User must insert the count date for that school year. (Extract Editor Requirements and Mock Up have been updated)
- Spring: First Monday in February; if not instructional use first instructional day after the first Monday in February

It is recommended that a test be run prior to the running the calculation. The "test" option will provide a results report includes count date used, number of enrollments updated, and errors and warnings. The generate option will also produce these results.

If batch is selected, user must navigate to the batch queue or process inbox in order to retrieve the results reports.

This tool can be run for previous or current calendars.

Select Count Period to Calculate: **Testing**

Count Date: **03/22/2016**

Select A Calculation:

- ☒ Aggregate Hours of Instruction
- ☒ Absent

Ad Hoc:

**Run Test** **Generate** **Submit to Batch**

Return to the **MT Count Date Attendance** tool. Click **Generate**.

Repeat for each **School/Calendar**.

## VERIFYING DATA -- STATE PUBLISHED AD HOC FILTERS

There are two state published ad hoc filters which are useful in verifying Test Window Aggregate Hours and Absence data.

Under **Ad Hoc Reporting/Filter Designer/State Published** are two useful reports:

- **TW Missing Aggregate Hours** --reports all students who are missing Test Window aggregate hours.
- **TW Absences** -- reports all students marked absent on the Testing Count Date.

**NOTE:** When using ad hoc filters, remember to set **Year** to **15-16** at the top of the screen and set **School** to the school or schools to be searched.

**Ad Hoc Filter Designer**

This wizard will walk you through the creation of a new filter. Filters can be created using the Query wizard, selection editor or a pass-through as a search, or as input to a report.

**Saved Filter**

- student SPRING Missing Aggregate Hours
- person STAFF User Account and Login Activity S...
- student Student List with Sort By field
- student Students with an unlocked IEP
- student Test Window Student Count
- student TW 21st Century Participants
- student TW Absences
- student TW Foreign Exchange
- student TW Gifted and Talented
- student TW Homeless Students
- student TW Immigrant Students
- student TW Job Corps & MT Youth ChalleNGe
- student TW LEP Students
- student TW Missing Aggregate Hours
- student TW Section 504
- student TW Title I students
- student Winter Enrollment Records Used in
- student WINTER Missing Aggregate Hours

**TW Missing Aggregate Hours**

If this does not produce a list of students, no action is necessary and they have been populated successfully. Otherwise it will list students that are missing aggregate hours of instruction. REPORT TEST WINDOW AGG INSTRUCTION FOR ANY STUDENT ON THIS LIST. Go to Student Info open the current enrollment, scroll down to Attendance and Enrollment.

Filter Version 5, Last Updated 12/03/2014

Create New

Filter Type: ☐ Query Wizard ☐ Selection Editor ☐ Pass-through SQL Query

Data Type: ☐ Student ☐ Census/Staff ☐ Course/Section ☐ District

Add Test Window aggregate hours for these students. If zero results no action necessary!

Select the Browse button to locate and import an ad hoc filter

**Search** **Edit** **Test** **Copy** **Delete** **Export**

**Publish** **Unpublish** **Filter History**

**Create a new Folder**

Batch Resync Selective Sync

**State Data Resynchronization**

This tool will selectively resynchronize data from the district edition to the state edition. The resynchronization will happen asynchronously and you will receive a Message in your inbox when it completes. The primary uses for this tool include: forcing an initial sync of data to the state after a district goes live, forcing information modified outside of the application (i.e., through a SQL query) to the state, and forcing a sync of information at reporting time to ensure the most accurate and timely information available.

Resync Data For The Current School Year (2014-2015)

☒ Check dependencies

<input type="checkbox"/>	DB Objects	Last Resync	Results	Status Legend
<input checked="" type="checkbox"/>	<input type="checkbox"/> District	03/05/2015 14:53:24	Processed: 1 Errors: 0	
<input checked="" type="checkbox"/>	<input type="checkbox"/> School	03/05/2015 14:53:24	Processed: 32 Errors: 0	
<input checked="" type="checkbox"/>	<input type="checkbox"/> Calendar	03/05/2015 14:53:24	Processed: 29 Errors: 0	
<input type="checkbox"/>	CourseSection	02/17/2015 07:38:29	Processed: 0 Errors: 0	
<input checked="" type="checkbox"/>	<input type="checkbox"/> ScheduleStructure	03/05/2015 14:53:25	Processed: 29 Errors: 0	
<input type="checkbox"/>	Day	12/09/2014 00:39:50	Processed: 0 Errors: 0	
<input checked="" type="checkbox"/>	<input type="checkbox"/> StructureGradeLevel	03/05/2015 14:53:26	Processed: 29 Errors: 0	
<input checked="" type="checkbox"/>	<input type="checkbox"/> PersonIdentity	03/05/2015 14:53:26	Processed: 17775 Errors: 0	
<input type="checkbox"/>	BehaviorType	12/09/2014 00:39:50	Processed: 25 Errors: 0	
<input type="checkbox"/>	BehaviorResolutionType	12/09/2014 00:39:50	Processed: 4 Errors: 0	
<input type="checkbox"/>	BehaviorResponseType	12/09/2014 00:39:50	Processed: 0 Errors: 0	
<input type="checkbox"/>	Behavior	12/09/2014 00:39:50	Processed: 0 Errors: 0	
<input type="checkbox"/>	CensusContactSummary	03/05/2015 14:53:26	Processed: 4444 Errors: 0	
<input type="checkbox"/>	ContactLog	03/05/2015 14:53:26	Processed: 453 Errors: 895	
<input type="checkbox"/>	Employment	03/05/2015 14:53:27	Processed: 301 Errors: 2	
<input type="checkbox"/>	EmploymentAssignment	03/05/2015 14:53:27	Processed: 1690 Errors: 0	
<input type="checkbox"/>	EmploymentBackground	12/09/2014 00:40:21	Processed: 0 Errors: 0	
<input type="checkbox"/>	EmploymentCredential	12/09/2014 00:40:21	Processed: 0 Errors: 0	
<input checked="" type="checkbox"/>	<input type="checkbox"/> Enrollment	03/05/2015 14:53:27	Processed: 17813 Errors: 0	
<input type="checkbox"/>	Graduation	03/05/2015 14:53:29	Processed: 5338 Errors: 0	

## RESYNC STATE DATA

When using any of the above methods, **EXCEPT METHOD #2**, it is important to perform a data resync when finished.

From the **Index**, expand **System Administration/Data Utilities/Resync State Data**. Set the **Year** to 15-16.

Check the box for **Enrollment**.

All associated boxes will automatically populate. At the bottom, click **Request Resync**.

A data sync is required for all file uploads and recommended before data collection due dates.

Contact the OPI AIM Helpdesk at 1-877-424-6681 or [opiaimhelp@mt.gov](mailto:opiaimhelp@mt.gov) for assistance.

